

Monitoring Virginia's 21st CCLC Programs

May 1, 2007

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Why Monitor?

- Federal Government mandate
- Continuous improvement
- Early identification of successful practices
- Opportunity to share experiences
- Identification of needs for technical assistance



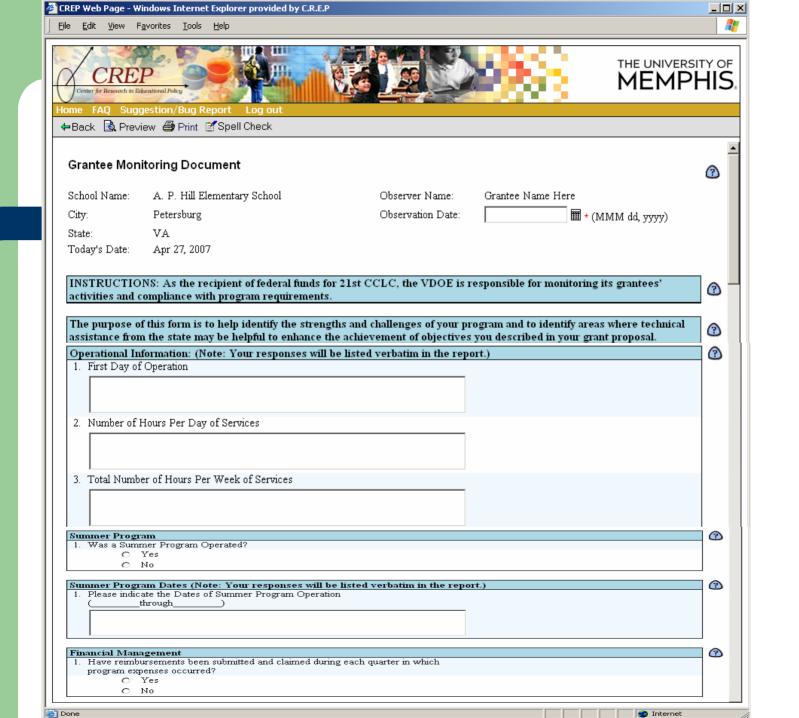
Forms of Monitoring

- Site visits
 - Interviews
 - Observations
- Phone interviews
- Surveys of participants and other stakeholders
- Monthly/Quarterly reports
- Online reporting by grantee



Virginia's 21st CCLC Monitoring Tool

- Easy to complete
- One-time completion
- Collection of valuable information
- Requests quantitative and qualitative data
- Useful as an operating guide





Identifying Information

- School Division/Community-based organization
- School served
- Person completing tool
- Date
- School year of operation



Operating Information

- First day of operation
- Hours per day
- Hours per week
- Dates documents submitted
- Summer program information



Other Requirements

Financial Management

- 1. Reimbursements submitted and claimed?
- 2. Last request _____

Program Quality Self-Assessment for Continuous Improvement Planning Tool

- Completed?
- 2. Date _____



Program Implementation

- Participation Information
 - Actual Enrollment (figure and range)

Average Daily Attendance (figure and range)



Program Implementation

- Program Design
 - Any changes?
 - Request for approval?
 - Description of changes if they have not yet been approved and reasons for changes
- Staff to Student Ratio



Program Description

- Strongest aspects of program
- Proportion of program time devoted to each objective (actual percentage and range)
- Popular adult activities
- Reading or English improvement strategies
- Mathematics improvement strategies



Program Description

- Strategies to communicate with classroom teachers
 - Type
 - Frequency
- Challenges in fully implementing program
 - Type
 - Degree of challenge (not, somewhat, major)



Partners

- Contributions
 - Type
 - Extent

Success

- Describe the biggest success within the program
 - Activity
 - Partner
 - Communication with teachers, parents
 - Other

Questions or Concerns

- State Department of Education can be alerted to concerns or questions.
- State Department of Education can provide answers as well as offer technical assistance, as appropriate.

Your Input

Questions and comments?



Exercise

- Strategies for meeting a challenge
- List each challenge
- Identify strategies that help address that challenge